

CITY OF TIGARD
CITY MANAGER PERFORMANCE EVALUATION

Review period: January 2014- December 2014

- I. In completing this evaluation, please consider the City-wide core values adopted to set the standard for service excellence at the City of Tigard (“Get it Done”, “Do the Right Thing”, and “Respect and Care”).

Please use the following criteria: 4 = Exceeds Expectations; 3 = Fully Effective; 2 = Developing 1 = Needs Improvement; NA = Not applicable (have not observed this area during the evaluation period).

PERFORMANCE ASSESSMENT

- II. Evaluate and discuss the City Manager’s overall job performance in achievement of the GOALS set for the current review period. Base your evaluation upon the job requirements, achievement of the goals established during the past review period, and your assessment of the City Manager’s accomplishments.

1. GOAL 1 -Economic Development

- a. Establish an ED strategy so Tigard is organized to support developing the local economy
- b. Set up staff resources to carry out and support the strategy
- c. Engage a community committee or group to help with and carry out the strategy
- d. Create transportation connections by continuing to pursue Ash Avenue rail crossing
- e. Downtown Tigard and Urban Renewal District
- f. Advance plaza development through property acquisition
- g. Pursue a housing redevelopment project
- h. Pursue a retail and mixed-use project
- i. Create a bike/pedestrian connection with Tigard Triangle

RATING: NA 1 2 3 4

2. GOAL 2 -Financial Stability: build the city's financial reserves
- a. Work with employees to establish "fair share" benefit contribution
 - b. Defer or delay projects or find more efficient ways to do business
 - c. Pursue local option levy in spring of 2014
 - d. Find creative solutions to increase revenues
 - e. Plan for Growth: River Terrace Community Plan substantially complete, bring entitlement/zoning decisions to Council as soon as possible (in calendar year 2013 if possible); communication with annexing residents to understand service desires
 - f. Community recreation: find financing to support increasing recreation capacity in Tigard
- RATING: NA 1 2 3 4

3. GOAL 3 -LO-Tigard Water Partnership: continue to build partnership relationships and keep current sources and project on track
- RATING: NA 1 2 3 4

4. GOAL 4 -Community Engagement: develop venues to meet with the public quarterly to gather input on key issues facing the City, including:
- a. Annexation
 - b. Transportation/HCT
- RATING: NA 1 2 3 4

5. GOAL 5 -State and Regional Relations
- a. Effectively represent Tigard on revenue reform issues in 2013
- b. Work with neighboring jurisdictions to advance joint transportation and economic development goals at the state and federal level
- RATING: NA 1 2 3 4

III. Evaluate and discuss the City Manager's job performance for the current review period. Please provide specific examples to support your assessment/evaluation. Consider the City Manager's performance in the following areas.

- a. Administrative Ability/Professional Skills including planning, organizing, time management, decision-making, and organizational/strategic thinking
- RATING: NA 1 2 3 4
- b. Personnel Functions including supervision, delegation, labor relations, and leadership/management style
- RATING: NA 1 2 3 4
- c. Budget and Finance including financial management and operational efficiency
- RATING: NA 1 2 3 4
- d. Community Relations including public service, sensitivity, public involvement, and media relations
- RATING: NA 1 2 3 4

- e. Intergovernmental Relations including representation and developing resources

RATING: NA 1 2 3 4

- f. Interpersonal Skills/Individual Characteristics including professionalism, creativity, ethics, and adaptability

RATING: NA 1 2 3 4

- g. Communications including community/public, employees, and Council

RATING: NA 1 2 3 4

- h. Economic Growth & Development including strategy, vision and community engagement

RATING: NA 1 2 3 4

ADDITIONAL COMMENTS (OPTIONAL)

IV. Are there areas of exceptional performance that should be particularly noted? Provide specific examples.

V. Are there areas of performance needing more attention or improvement? Provide specific examples.

ESTABLISHMENT OF GOALS FOR UPCOMING RATING PERIOD

List and discuss your expectations and suggested goals for the City Manager for the upcoming performance evaluation period. Goals should be: (1) related to community goals, (2) may include new projects or ongoing fundamental portions of the position, and (3) should include specific measures including outcomes and timeframes.

ADDITIONAL COMMENTS (OPTIONAL)

Please provide any additional comments on the City Manager's performance review in the space provided here.